

**【Bilingual Speakers Wanted!】 Administrative Officer****US Based Multinational Company****募集職種****採用企業名**

RoviSys Japan GK

**求人ID**

1493913

**業種**

機械

**会社の種類**

外資系企業

**雇用形態**

正社員

**勤務地**

東京都 23区

**給与**

経験考慮の上、応相談

**更新日**

2024年11月26日 11:00

**応募必要条件****職務経験**

3年以上

**キャリアレベル**

中途経験者レベル

**英語レベル**

ビジネス会話レベル

**日本語レベル**

ネイティブ

**最終学歴**

大学卒：学士号

**現在のビザ**

日本での就労許可が必要です

**募集要項****General characteristics**

- Provide administrative support to senior leadership, manage office operations, and facilitate communication across divisions
- Proactive, detail-oriented, and able to handle competing priorities with ease
- Drive efficiency through proactive business support and office management
- Works closely with high-level executives and be part of setting up the foundations of RoviSys Japan

**Responsibilities**

- Facilitate communication between executives and global teams through translations
- Act as liaison for global teams during Japan visits, handling logistics like visas and accommodations

- Support employee engagement initiatives
  - Ensure compliance with corporate policies, coordinating with external agencies and vendors
  - Ensure compliance with Japan corporate, tax, accounting and employment laws by liaising with external agencies with the relevant expertise
  - Provide administrative support to all office related matters including facilities management
  - Data entry and filing of documents as needed
  - Review and reimbursement of employee expenses, purchases and vendor services
  - Facilitate accounts receivable and collection function
  - Perform basic human resource functions such as assist in the coordination of recruitment activities
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## スキル・資格

### Qualifications

- Bilingual in Japanese (native level) and English with strong communication skills
  - Proven track record as an Administrative Assistant
  - Experience in global, matrixed organizations will be added bonus
  - Ability to adapt to ambiguity
  - Able to work independently but also a strong team player
  - Qualifications in business administration or business management
  - Possesses positive and constructive attitude
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## 会社説明